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Written to:			
	Office	of	Security

Records Management Officer

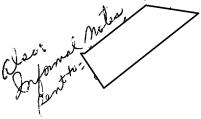
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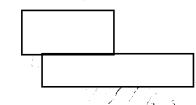
Office of Logistics

Records Hemegement Officer/DAS

Use of Tetre-America vail Envelopes



- 1. In accordance with our conversation recently, there are attached samples of two (2) envelopes for the transmission of Intre-Agency Mall.
- 2. These envelopes were originally designed for the fallowing reasons:
 - a. To climinate overnight storage in safes of conventional manilla envelopes with the names, addresses, and organizational identity.
 - b. To provide a pocket for Form 240, "Courier Receipt and Log Record".
 - c. To provide a less expensive envelope.
- j. Some Agency offices have objected to the use of these envelopes. On the other hand, other offices find them suitable and are using them in considerable volume. We use them to good advantages at the Records Conter and in our own office. The Supply Division advises me that these two envelopes, Stock Rusber 7530-H00-3030 (12 x 10), Stock Husber 7530-H00-3031 (16 x 10) are evailable in all Building Supply Offices. Would you attempt to encourage the use of these envelopes in your own component? It is not essential that the Courier Receipt be used with them in all instances. The name and address can be written on the envelope. It can be destroyed after one time use if so desired because they are so very inexpensive.
- 4. We do not plan to reorder these envelopes after the existing sapply is used up. I do, however, must to undertake with you the development of a more suitable intra-Agency envelope at a later date. I will appreciate eny lines.



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Attachments